



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 6/8/18	<u>Interviewer:</u> Lafayette Baker	<b>RFA #18- 59</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Staff member		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☒    Staff ☐    Student ☐  
 Concern Regarding:    Male ☐ Female ☒    Administrator ☐    Faculty ☒    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |                                                        |                                            |                                             |                                                |                                              |
|--------------------------------------------------------|--------------------------------------------|---------------------------------------------|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |                                            |                                             |                                                |                                              |

Time Line		
Date	Item	Comments
6/8/18	LB meet with [REDACTED]	LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution.
		LB met with [REDACTED], who is a professor in the [REDACTED] Department. [REDACTED], another professor in the [REDACTED] Department came as her support person.
		Professor [REDACTED] has been an instructor in the [REDACTED] Department for 16 years (NTT). The associate chair [REDACTED]

		<p>██████ is the person who oversees the adjuncts instructors, and creates their class schedules.</p> <p>██████ tried teaching classes before 10am three times, and suffered serious health consequences. Subsequently, she told ██████ 11/17 about her health concerns. And she asked her about not scheduling classes before 10am for the 2018/2019 class schedule. ██████ said ██████ became frustrated and anger, and told her it is really hard to do the schedule around that timeframe, and other instructor would have to cover that timeframe.</p> <p>Around 3/18, ██████ talked to ██████ again about her health concerns before the 2018/2019 class schedules were competed. She was hoping not to be scheduled for classes before 10am. ██████ said during that meeting, ██████ yelled at her about the schedule. 3/23 ██████ sent ██████ an email apologizing for her behavior.</p> <p>██████ indicated that during a staff meeting 4/18, with about 14 NTT staff members present, ██████ told the group that ██████ refuses to teach the early morning classes in a divisive tone. ██████ said she was very frustrating and humiliating by that comment because ██████ knew about her health concerns regarding teaching classes before 10am.</p> <p>██████ said 6/3 ██████ ██████, another ██████ Department professor discovered Facebook messages posted by ██████. In several of the messages, ██████ said disparaging things about ██████ health issues and scheduling concerns. ██████ indicated that at least 22 ██████ Department faculty members had access to the Facebook messages ██████ posted.</p> <p>██████ indicated that she is not really interested in punishment, but just does not want this to happen to another instructor She explained that she was embarrassed and humiliated by the Facebook post. She does not know what to do about this now that the messages have been posted and the other instructors have seen the post.</p>
6/20/18	LB and SGS meet with ██████ and professor ██████	<p>SGS talked ██████ about messages ██████ posted on Facebook, and her conversations with ██████ regarding scheduling classes after 10am. SGS was on a conference call with LB and ██████ and Professor ██████.</p> <p>SGS asked ██████ what would she like as her preferred outcomes, and ██████ indicated that she would like some type of mediation with ██████ regarding this incident. She explained that she is not sure if ██████ should be the person</p>



		<p>responsible for scheduling the Non-tenure track staff. [REDACTED] also indicated that she would like ask [REDACTED] to voluntarily step down from her position as associate chair. In addition, [REDACTED] would also like to receive her full accommodation. She explained that she does not have an hour break in-between classes which is one of her accommodations.</p>
6/20/18	LB continues discussion in office with [REDACTED] and [REDACTED]	<p>[REDACTED] informed LB that her preferred outcomes not are:</p> <ol style="list-style-type: none"> <li>1) Mediation by EO with [REDACTED]</li> <li>2) Request that [REDACTED] step down as Associate Chair because she feels she cannot be treated fairly by her going forward, given what's happened.</li> <li>3) Would like to receive her full accommodation which requires a one-hour break between classes which she does not have, including for Fall, 2018.</li> </ol>
6/29/18	SGS and LB call [REDACTED]	<p>[REDACTED] does not answer so SGS sends email to please call her. [REDACTED] return email directs you to her staff assistant [REDACTED]. SGS calls [REDACTED] who says [REDACTED] is out of the country until July 16. SGS wants to provide update to [REDACTED] on this issue before meeting with [REDACTED] [REDACTED] on July 6.</p>
6/29/18	LB calls [REDACTED] to update her	<p>LB calls [REDACTED] to let her know SGS will meet with [REDACTED] on July 6.</p>
8/6/18	SGS emailed/left voicemail for [REDACTED]	<p>SGS will not be able to meet with [REDACTED] this morning as scheduled. SGS asked [REDACTED] if she is able to meet tomorrow (8/7) and also asked [REDACTED] to give SGS a call on her cell.</p>
8/7/18	SGS and CM met with [REDACTED] and [REDACTED]	<p>SGS and CM met with [REDACTED] and [REDACTED] SGS carefully reviewed the Facebook posting print-out to assess the impact and who saw the post. Also discussed with [REDACTED] the impacts that these events have had on her.</p>
8/13/18	SGS and CM met with [REDACTED] and [REDACTED]	<p>SGS and CM met with [REDACTED] and Bill to discuss concern raised by [REDACTED]. SGS reviewed the FB posting with [REDACTED] and expressed concerns that it raised related to privacy and the ADA. SGS shared with [REDACTED] the impact that this situation has had on [REDACTED] was emotional and expressed remorse throughout the meeting. [REDACTED] also indicated that this situation has had an impact on her as well. [REDACTED] indicated she did not intend to hurt anyone's feelings and that she was unaware that [REDACTED] had a disability. [REDACTED] indicated that she was never made aware of [REDACTED] having an accommodation through HR even though it was granted in mid May, weeks prior to [REDACTED] posting on FB.</p> <p>[REDACTED] expressed willingness to participate in training and expressed no objection to not being involved in [REDACTED] scheduling or evaluation. [REDACTED] indicated she would welcome the opportunity to engage in mediation with [REDACTED] and expressed that she had wanted to speak with her since this all began.</p> <p>SGS said she would see if [REDACTED] would be willing to participate in mediation with [REDACTED] is unavailable until Monday, August 20<sup>th</sup>. SGS will check</p>

		with [REDACTED] when she becomes available again, then contact [REDACTED] and Bill with what the next steps will be.
8/22/18	SGS and CM met with [REDACTED] and [REDACTED]	<p>SGS and CM met with [REDACTED] and [REDACTED]. SGS informed [REDACTED] what [REDACTED] had said in their meeting on August 13, 2018. SGS reviewed the options going forward, either pursuing an informal resolution or filing a formal complaint. SGS reviewed with [REDACTED] what the informal resolution would look like, specifically how a mediation between [REDACTED] and [REDACTED] would be structured.</p> <p>[REDACTED] identified three areas she wanted discussed during any mediation.</p> <p>[REDACTED] chose to pursue an informal resolution and said she was willing to participate in a mediation with [REDACTED] though she expressed that it would be difficult and uncomfortable.</p> <p>SGS informed [REDACTED] that she would work to schedule a meeting with [REDACTED] for August 28, 2018.</p>
	SGS facilitates mediated discussion with [REDACTED] and [REDACTED]	
	SGS t/c with [REDACTED]	
	SGS t/c with [REDACTED]	